

**CLOVER PARK TECHNICAL COLLEGE  
PROCEDURE**

<b>CHAPTER 5</b>	<b>SECTION 5P</b>	<b>TITLE HIGH SCHOOL COMPLETION PROCEDURES</b>	<b>Adopted 2004</b>	<b>HISTORY Campus Forum N/A</b>	<b>Reviewed</b>
			<b>Revised 2016</b>		<b>Next review</b>

**PROCEDURE**

**Running Start**

- 11<sup>th</sup> and 12<sup>th</sup> grade students from area high schools may choose to attend CPTC professional-technical programs.
- Interested students will meet with the CPTC Running Start Counselor.
- Students must meet Running Start eligibility requirements.
- Students will earn a high school diploma from their high school and college credit from CPTC that may lead to a college certificate or degree.
- Students earning a CPTC degree or certificate must apply for graduation using the online form or the paper option available in the Enrollment Services office.

**Elective High School**

- Students under age 21 may attend CPTC professional/technical programs toward the completion of the Associate of Applied Science, Associate of Applied Science – T or a certificate while completing high school requirements.
- Interested students will contact the Northwest Career and Technical High School office to begin this program.
- NWCTHS staff will notify the Enrollment Services office when the student completes their high school requirements so the high school diploma can be entered into the student record.

**Northwest Career & Technical High School**

- Students between the ages of 16-20 may contact the NWCTHS office for information about this high school option.
- Students will enroll part-time in a technical program while completing the requirements to earn a high school diploma.
- NWCTHS staff will notify the Enrollment Services office when the student completes their high school requirements so the high school diploma can be entered into the student record.

**Dual Enrollment with another high school**

- Students between the ages of 16-20 may be concurrently enrolled part-time in a professional/technical program at CPTC and completing requirements to graduate at their home high school.

**Adult High School Completion**

Adults 20 years of age or older who have not earned a high school diploma must complete the following actions to enroll in the adult high school completion program:

- Contact the High School office to make an appointment with the High School advisor.

- Bring your high school and/or any college transcript(s) to your appointment; create an education plan with the High School advisor.

High School 21+ (HS21+)

Adults who are 21 years of age or older and who have not earned a high school diploma must complete the following actions to enroll in the HS21+ program:

- Provide the Transitional Studies office with a copy of their high school diploma/transcript for review
- Meet with the Director of Transitional Studies to determine what high school credits are remaining for completion
- Complete the CASAS assessment
- Follow the registration processes outlined in WABERS+ Student Intake Procedures, then register for the appropriate classes needed for high school completion
- A minimum of five (5) credits must be earned at Clover Park Technical College to be awarded an HS 21+ high school diploma.

General Education Development (GED)

Interested students must complete the following actions:

- Create an account at [www.ged.com](http://www.ged.com).
- Students can take practice tests at [www.ged.com](http://www.ged.com) to see if they are ready for the high school equivalency diploma exam or if they need classes.
- If classes are needed, new students must contact the Transitional Studies office for completion of State approved in-take documentation.
- Complete the CASAS assessment
- Schedule a 20 minute appointment set with program navigator
- When instructors feel students are ready to test they will recommend students take the practice test. If scores are high enough students can register to take the test through [www.ged.com](http://www.ged.com)

APPROVAL:	
By: <u>Ted Broussard</u>	Date: <u>6/27/16</u>
Ted Broussard, Vice President for Student Success	
Board Chair Approval: _____	Date: _____